



# Meeting Minutes - Draft

## Land Use & Environment Committee

City Hall  
601 4th Avenue E  
Olympia, WA 98501  
Information: 360.753.8244

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**Thursday, June 17, 2021**

**5:30 PM**

**Online and Via Phone**

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**1. CALL TO ORDER**

Chair Madrone called the meeting to order at 5:31 p.m.

**2. ROLL CALL**

**Present:** 3 - Chair Dani Madrone, Committee member Clark Gilman and  
Committee member Yến Huỳnh

**2.A OTHERS PRESENT**

Jay Burney, City Manager

Community Planning and Development Staff:

Leonard Bauer, Director

Amy Buckler, Strategic Projects Manager

Catherine McCoy, Associate Planner

Public Works Staff:

Steve Sperr, Associate City Engineer

Rich Hoey, Director

**3. APPROVAL OF AGENDA**

**The agenda was approved.**

**4. PUBLIC COMMENT**

Public comment was received from Bob Jacobs.

**5. APPROVAL OF MINUTES**

- 5.A** [21-0603](#) Approval of May 27, 2021 Land Use & Environment Committee Meeting  
Minutes

**The minutes were approved.**

**6. COMMITTEE BUSINESS**

**6.A**     [21-0586](#)            2021 Engineering Design and Development Standards (EDDS) Update

Mr. Sperr shared a powerpoint presentation regarding the 2021 Engineering Design and Development Standards Update (EDDS).

**Committee Member Huynh moved, seconded by Committee Member Gilman to recommend approval of updates for the 2021 Engineering Design and Development Standards. The motion passed unanimously.**

**6.B**     [21-0584](#)            Review of City Regulations and Fees to Reduce Effects on Housing Costs Review Update

Mr. Bauer shared a Powerpoint presentation regarding the Review of City Regulations and Fees to Reduce Effects on Housing Costs Update. Committee members discussed the importance of this work and thanked staff for progress to date

Chair Madrone asked questions regarding publicity of Accessory Dwelling Units (ADU) programs, whether Single Room Occupant (SRO) pilot project originally discussed for Commons at Fertile Ground could be pursued at another site.

**The information was received.**

**6.C**     [21-0590](#)            Olympia Housing Action Plan Recommendation

Ms. Buckler shared a Powerpoint presentation regarding the changes made since the last Committee review to the Olympia Housing Action Plan.

**Committee Member Huynh moved, seconded by Committee Member Gilman to recommend approval of the updated Housing Action Plan. The motion passed unanimously.**

**6.D**     [21-0583](#)            Short Term Rental Ordinance Recommendation

Mr. Bauer and Ms. McCoy shared a Powerpoint presentation regarding the Short Term Rental Ordinance Committee members agreed upon revisions and that the ordinance could proceed to the City Council for consideration.

**Committee Member Gilman moved, seconded by Committee Member Huynh to recommend approval of amendments to the Short Term Rental Ordinance.**

**7.        REPORTS AND UPDATES**

Mr. Bauer presented updates to the Committee Work Plan for future meetings. The Committee agreed to add an item to the October 21, 2021 meeting titled "Hearing Examiner Contract Review and Reporting."

**8.        ADJOURNMENT**

The meeting adjourned at 7:41 p.m.